

# Outline Role Description – Club Secretary

This template can be used to support volunteers who want to take on a more established role in its entirety. It will set out their roles and responsibilities, any specific time commitments, the support that will be available to them and importantly, the personal qualities that are well-suited to the role.

<b>Club:</b>	
<b>Volunteer role title:</b>	Secretary
<b>Desirable qualities:</b>	<p><i>Provide examples of the qualities best-suited for this role:</i></p> <p>For this role, you are likely to:</p> <ul style="list-style-type: none"> <li>• Be organised and efficient</li> <li>• Have good communication skills</li> <li>• Have a good eye for detail</li> <li>• Approachable and friendly</li> </ul>
<b>Main tasks:</b>	<p><i>Outline the main tasks of this role. Remember to think about the language you use to demonstrate it is interesting, rewarding and impactful. Example tasks may include:</i></p> <ul style="list-style-type: none"> <li>• Being the first point of contact for club enquiries</li> <li>• Organising and attending key meetings (including Annual General Meetings)</li> <li>• Taking and distributing minutes</li> <li>• Delegating tasks to club members and supporting them</li> <li>• Dealing with all correspondence</li> <li>• Attending to affiliations</li> <li>• Ensuring insurance is up to date and relevant</li> <li>• Maintaining up to date records and reference files</li> </ul>
<b>Supported by:</b>	<i>Provide a name and contact details of who will support them in their role</i>
<b>Hours/ days:</b>	<i>Try and be as flexible as possible to accommodate the availability of the volunteer. However, where there are set hours and days for when the role needs to be fulfilled, you should make them clear.</i>
<b>What can be gained from this role?</b>	<i>Outline the skills, qualifications, experiences that the person in this role may expect to achieve</i>

[sportenglandclubmatters.com](http://sportenglandclubmatters.com)

**Other information:**

*Provide any other information which will help make the role appealing and reassure the potential volunteer that it will be a fun, rewarding and supported opportunity!*

*This is an example template – please adapt to suit your club’s needs.*